

Industries of the Future Skills Training

Request for Proposals (RFP) Application

*Issued: March 11, 2002
Due: May 14, 2002*



Washington State
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046

Gary E. Gallwas, Assistant Commissioner

Ross Wiggins, Program Manager

<p style="text-align: center;">APPLICATION GUIDELINES 2002 INDUSTRIES OF THE FUTURE CONTRACTS WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT</p>
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BACKGROUND

Industries of the Future Skills Training (IFST) is a commitment by the Washington Employment Security Department to make training resources available to aid Washington employers in a mutual effort to achieve a well-trained and skilled workforce. The project supports the Governor's strategic workforce development goals of closing the gap between employers' need for skilled workers and the supply of prepared workers to meet that need and wage progression for Washington residents.

These **IFST** funds can be used in conjunction with funds from other sources, such as the State Board for Community and Technical Colleges' High Demand Programs and Skills Standards and/or funding from the Workforce Training Education and Coordination Board Securing Key Industry Leadership Skills (SKILLS) Program. All of the requests for proposals are being issued jointly to assist in the potential integration or sequencing of these capacity building projects.

This contract opportunity for **IFST** funds will fund industry-education partnerships' short-term, job specific retraining or skills upgrading. Trainees will be from companies' current employees. The company(ies) provide assurance that the retraining is required to prevent dislocation, or lead to wage progression, or certification, or attainment of skill standards, or that the training will mitigate future layoffs by making the company more competitive within the industry. IFST funds cannot be used to pay for training currently offered by participating employers.

IFST can be used to provide training in all areas of the state where there is a shortage of skilled labor to meet job demands and provide training for companies within an industry sector with a skilled labor shortage.

PROJECT OVERVIEW

Funding Amounts and Types

Funding for this project is comprised of the Workforce Investment Act Governor's statewide discretionary funds. One million dollars will be available with a maximum award of One-hundred fifty thousand (\$150,000.00) dollars. One project per Workforce Development Area will be funded although joint projects will also be considered. Funds will be awarded through a competitive process as outlined in this application. Amounts awarded will be subject to the availability of funds.

All Workforce Investment Act (WIA) I-B guidelines, laws, and regulations apply to all aspects of these activities. Spending authority for these funds ends June 30, 2003. All funded projects must achieve their outcomes and be completed no later than this date. IFST requires a dollar for dollar match from the private sector for incumbent worker training projects. This match must come from the participating private sector businesses and may be in cash or in-kind.

AWARD CRITERIA:

The local Workforce Development Councils will work collaboratively with partners in their communities to develop an application to present for funding. Consortia of Workforce Development Councils may apply in areas where the industry and training will cross geographic boundaries and call for such partnerships.

ELIGIBLE APPLICANTS

Washington's Workforce Development Councils (**WDC**), as established by the Workforce Investment Act, are the only designated applicants. Attachment A provides a list of the Councils and their web homepage addresses. The WDC role in the application process is Attachment B. The WDC itself is excluded from providing training under these contracts.

APPLICATION PROCESS

Actual Submission of the Application

Complete applications must arrive at Washington State Employment Security by 3:00 p.m., May 14, 2002.

No electronic or faxed applications will be accepted. All inquiries are to be through the proposal coordinator. Bidders conferences and any additional information will also be posted on the Department's website: <http://www.esd.wa.gov> and www.wtb.wa.gov– the host site for all the joint proposals. Attempts to consult with anyone else including contract administrators or other Employment and Training Division staff will disqualify the application.

Please submit a signed original and five copies to:
Ross Wiggins, Proposal Coordinator
Industries of the Future Skills Training
Employment and Training Division
Washington State Employment Security Department
P.O. 9046
Olympia, Washington 98507-9046

Or hand deliver to 605 Woodland Square Loop SE, , Lacey, Washington, 4th Floor.

Review Process

The review process will include an outside panel convened for their expertise and knowledge. The final decision will be made by Gary Gallwas, Assistant Commissioner of the Employment and Training Division. Notification to successful applicants is expected in June, 2002. Funding of applications will depend on funding availability.

Bidders Conferences

Two pre-proposal conferences will be held. The first Bidder's Conference will be held at Highline Community College in Building 7, on March 21, 2002, from 9:00 to 11:00 a.m.

The second Bidders' Conference will be broadcast in Olympia from 2:00 to 4:00 p.m. on March 27, 2002, using televideo equipment. To participate in the March 27 event, interested applicants may go to the following uplink/downlink community and technical college sites:

- **Spokane Falls Community College**
- **Columbia Basin College, Pasco**
- **Yakima Valley Community College**
- **Bellingham Technical College**
- **Skagit Valley College**
- **North Seattle Community College**
- **Bellevue Community College**
- **Clark College, Vancouver**

To find out information on the campus meeting rooms for the March 27th Bidders Teleconference, go to www.wtb.wa.gov, click on Joint RFP Announcements and select Information on Joint RFP Bidders' Conferences. You may want to return to this web site as March 27th approaches for teleconference updates. If you have questions about the Bidders' Conferences, contact Martin McCallum at (360) 586-0151 or mmccallum@wtb.wa.gov

Bidders' Conferences will offer a setting where potential applicants may ask questions and seek clarification and additional information on the following RFPs:

WTECB	Securing Key Leadership for Learning Skills (SKILLS)
SBCTC	High Demand Projects
SBCTC	Skill Standards
ESD	Industries of the Future Skills Training (IFST) focusing on incumbent workers

The bidders' conferences will also provide guidance on: (1) creative ways to connect the funding initiatives with a common strategic purpose, (both sequential and concurrent, based on where each project is in its development); and (2) sustainable workforce development activities. Attendance is not required. WTECB will post a brief summary of conference questions and answers concerning ISFT 2002 RFP on its home page at www.wtb.wa.gov. Hard copies of the IFST Q&A summary will be mailed only upon request.

Application Instructions

The following information and criteria are intended to help guide development of the application and provide the framework to evaluate your project proposal. Please limit your application to **8 pages in length including appendix or samples of project work, but excluding the Cover Page (Attachment C), Evidence of Employer Commitment (Attachment D) and Budget Summary (Attachment E).** Attachment F is a checklist for the proposal and a sample of the evaluation form to be used in rating the applications.

1. Cover Page

The template for the cover page is **Attachment C**. The Project Summary is a strategic element as it will be used as the summary work statement for the negotiated contract.

2. Project Narrative

The project narrative should provide sufficient information on the background of the project or the specific problem or need, and the primary objectives and scope of work. The narrative should explain how the applicant plans to approach and conduct the work and the steps taken to complete the project successfully.

Required format:

1. Statement of Need

IFST is a response to skill shortages in specific industry sectors. Applicants should clearly describe the local area or region for which training is provided and the skill shortages prevalent in the sector.

Applicants are encouraged to review all available data resources to assure that the description of need is relevant to local skills gap and shortages. Information can include, but is not limited to, state or local labor market information, newspaper want ads, studies and research funded by WDC's or economic development agencies, private sector studies, skills gaps identified by area panels, expressed employer hiring demands.

Questions that will provide greater depth of description include:

- What is the general business environment?
- Which industries, sectors and occupations are growing and declining?
- What types of specific skills are targeted sector employers looking for in the local area or region?
- What types of skills are the partnership member companies looking for if different?
- Which strategic activities support the WDC operating and strategic plans?

2. Service Delivery Strategy

Applicants must describe their comprehensive strategy for providing the skills training that is the core activity of these awards. A brief discussion of the impact of skills training in response to the identified skills shortages of the region should be included. Specific issues to address as part of this section include:

- The length of the skills training.
- The potential training providers, the types of skills training that will be offered, how the training will meet the local area or regional skills needs, and how the training will be provided.
- Steps to be taken in order to provide information about the project and planned training activities to the general community.
- How the types of training will be determined.

We encourage applicants to be innovative in the way they provide training services. Innovation may be accomplished through class location and scheduling.

Please include and reference Attachment D “Evidence of Employer Commitment”.

3. Target Population

This section should clearly:

- identify the targeted workers,
- include their characteristics, and
- describe how and why they were chosen.

A description of the assessment procedures to be used is also important. The applicant should address some specific issues relating to the targeted employed worker population such as:

- What process was used to select employed workers?
- How many employed workers will be targeted for services and why?
- What are the skills training needs of those workers to meet skills shortage occupations?

4. Sustainability

Applicants must demonstrate a 100 percent match from the private sector for proposed customized training projects for incumbent workers. Match may either be cash or in kind and must be provided by the participating businesses. Matching resources and partnerships are considered an integral element of the project. They support and strengthen the quality of the skills training provided and contribute materially toward sustainability.

IFST skills training resources are limited. Applicants who use other resources, including but not limited to the SBCTC Skills Standards or High Demand Programs and WTECB Securing Key Industry Leadership for Learning Skills (SKILLS) in support of IFST should include this information in their applications.

5. Linkages with Key Partners

The applicant should identify the partners and how they will interact, i.e. the role each will play and the resources each partner will offer. In particular, this section should identify partnerships with the private and public sectors, including ties with businesses and business or employee associations. The service delivery strategy should describe the role of each of the actors in delivering the proposed services. This section is intended to look at the linkages from a more structural perspective with particular emphasis on the employers experiencing skills shortages.

6. Outcomes

Applicants must describe the predicted outcomes resulting from this training depending on the type of funds requested. The projected results will vary given the broad range of occupations and industries served. For example, employed workers are more likely to be trained to achieve a higher skills level than most unemployed workers are. Their success can be measured through layoff aversion, increased wages, or skill attainment, or in training for or placement in positions on a career ladder toward such skill attainment.

Consideration in the award of grants will be given to applicants who commit to achieving one or more of the following outcome goals upon successful completion of a training program:

- Increases in the wages or salaries of already employed trainees; and
- Awards of skills certifications to trainees or links the trainees to industry-accepted occupational skill standards, certificates or licensing requirements.
- Job retention
- Employer satisfaction

7. Cost of Proposal

This section is intended to provide supplementary information to Attachment E Budget Sheet.

The Budget Sheet is a standard template for grants and contracts. Adaptations may be required to reflect the unique designs and innovations of your project covered in Sections 1-6. There will also be variances in types of match that need to be noted. This section should also be used for notes about cost per participant or strategic decisions about supportive services, union requirements or other similar considerations in developing the cost proposal.

Attachment A for March 11, 2002 RFP Industries of the Future

WORKFORCE DEVELOPMENT COUNCIL CONTACTS			
Workforce Development Areas		Workforce Development Executives	Website
1	Olympic Consortium	Bert Furuta, Director	http://www.kitsapgov.com
		Steve Frazier, Assistant Director	
	<i>Clallam, Kitsap, Jefferson</i>	Kitsap County, P.H.S. Department	
		614 Division Street, MS-23	
		Port Orchard, WA 98366	
		(360) 337-7185/FAX: (360) 337-7187	
		E-Mail: bfuruta@co.kitsap.wa.us	
2	Pacific Mountain	Mike Kennedy, Director	http://pmwdc.com
		Pacific Mountain WDC	
	<i>Grays Harbor, Mason,</i>	719 Sleater-Kinney Road SE, Suite 200	
	<i>Lewis, Thurston, Pacific</i>	Lacey, WA 98503-1133	
		(360) 754-4113/FAX: (360) 754-4119	
		E-Mail: kennedm@co.thurston.wa.us	
3	Northwest	Gay Dubigk, Executive Director	http://www.nwwdc.org/sys-tmpl/door/
		Northwest WDC	
	<i>Whatcom, Skagit, Island,</i>	101 Prospect Street	
	<i>San Juan</i>	P.O. Box 2009	
		Bellingham, WA 98227	
		(360) 671-1660/FAX: (360) 671-4948	
		E-Mail: gdubigk@nwpic.bellingham.wa.us	
4	Snohomish County	June Sekera, President	http://snocowdc.org
		Snohomish County WDC	
	<i>Snohomish</i>	917-134th Street SW, Suite B-3	
		Everett, WA 98204-9377	
		(425) 921-3423/FAX: (425) 921-3484	
		E-Mail: jmandell@snocowdc.org	
5	Seattle-King County	Ms. Kris Stadelman, Chief Executive Officer	http://www.seakingwdc.org
		Seattle-King County WDC	
	<i>King</i>	Market Place One, Suite 250	
		2003 Western Avenue	
		Seattle, WA 98121-2162	
		(206) 448-0474/FAX: (206) 448-0484	
		E-Mail: kstad@seakingwdc.org	
Workforce Development Areas		Workforce Development Executives	
6	Pierce County	Colin Conant, Executive Director	http://worksourcepierce.org
		Pierce County WDC	
	<i>Pierce</i>	3650 South Cedar Street	
		Tacoma, WA 98409	
		(253) 591-5450/FAX: (253) 594-7932	
		E-Mail: cconant@pic.tacoma.wa.us	

Attachment A continued

7	Southwest Washington	Beth Taylor, Executive Director	http://www.worksource-sw.org
		Southwest Washington WDC	
	<i>Cowlitz, Wahkiakum,</i>	111 West 39th Street	
	<i>Skamania, Clark</i>	Vancouver, WA 98660	
		(360) 699-3071/FAX: (360) 696-8999	
		E-Mail: beth@wdcsw.org	
8	North Central	Dave Petersen, Director	http://skillsource.org
		NC WDC	
		P.O. Box 2360	
	<i>Chelan, Okanogan, Grant,</i>	234 N. Mission Avenue	
	<i>Douglas, Adams</i>	Wenatchee, WA 98807-2360	
		(509) 663-3091/FAX: (509) 663-5649	
		E-Mail: Dave@PICW.com	
9	Tri-County	Patrick Baldoz, Director, Tri-County WDC	http://www.co.yakima.wa.us/e&t
		Yakima Co. Dept. of Emp. & Training	
	<i>Yakima, Kittitas, Klickitat</i>	120 So. 3rd Street, Suite 200-A	
		Yakima, WA 98901	
		(509) 574-1950/FAX: (509) 574-1951	
		E-Mail: patrickb@co.yakima.wa.us	
10	Eastern Washington	Tom O'Brien, Director	http://www.wa.gov/esd/ewp/
		Eastern Washington Partnership WDC	
	<i>Ferry, Pend Oreille, Garfield,</i>	NE Washington Rural Resources	
	<i>Stevens, Columbia, Lincoln,</i>	956 South Main	
	<i>Whitman, Asotin,</i>	Colville, WA 99114	
	<i>Walla Walla</i>	(509) 684-8421/FAX: (509) 684-4740	
		E-Mail: tobrien@ruralresources.org	
11	Benton-Franklin	Michelle Mann, Executive Director	http://www.bentonfranklinwdc.com
		Benton-Franklin WDC	
	<i>Benton, Franklin</i>	815 North Kellogg, Suite C	
		Kennewick, WA 99336	
		(509) 734-5980/FAX: (509) 734-5999	
		E-Mail: mmann@bf-wdc.org	
12	Spokane	John Baumhofer, Director	http://www.wdcspokane.com
		Spokane WDC Administration	
	<i>Spokane</i>	808 W. Spokane Falls Blvd.	
		Room 606 - City Hall	
		Spokane, WA 99201	
		(509) 625-6210/FAX: (509) 625-6929	
		E-Mail: admin@wdcspokane.com	

Attachment B for March 11, 2002 RFP Industries of the Future

Industries of the Future: WDC Role in the Application Process

1. Facilitator and Convenor (includes coordination of activities by members of the local partnership)
2. Analyst and interpreter of state and local labor market information (demand occupations, lead sector industries, etc)
3. Review and rank proposals in the area
4. Develop recommendation for proposal(s) to be funded.
5. Fiscal agent for state-area contract and sub-contract(s)
6. Management Information System (MIS) administration
7. Oversight of related WIA law, regulations, and policies
8. Monitor progress of funded proposal
9. Related administrative requirements

Note: By assuming the above roles, the WDC excludes itself from providing training under the contract.

As agreed by Workforce Development Executives and the Employment and Training Division on August 2, 2001.

Attachment C referred to in Application Instructions for March 11, 2002 RFP Industries of the future

<p style="text-align: center;">COVER PAGE 2002 Industries of the future Contract Washington State Employment Security Department</p>

Applicant Organization: _____

Address: _____

Project Manager: _____

Phone: _____

E-Mail Address: _____

Industries of the Future Project Title: _____

Amount Requested: _____

Proposed Project Start Date: _____

Proposed Project End Date: _____

PROJECT SUMMARY: Provide a brief (100 words or less) summary of the proposal. The summary should succinctly describe the project concept and expected outcomes that tie to sustaining a public/private partnership. If this is a continuation of a current or previous contract, note any value added components that distinguish this application. If this is an integrated project with the other coordinating parties, please note that as well. Please emphasize any unique features that contribute to the required and discretionary activities allowable through this fund source.

Director of Applicant Organization: _____

Signature: _____

Title: _____

Attachment D referred to in Application Instructions (Service Delivery Strategy) for March 11, 2002 RFP Industries of the future

Evidence of Employer Commitment

For a training program to be eligible to access the Industries of the Future Skills Training Fund, local employers must have identified target positions, indicated that they expect to have openings in the listed positions, will take part in interviewing and selecting trainees, and will give hiring preference to program completers (or preference for promotion in the case of incumbent workers).

Employer Name	Title of Target Position (Please indicate full-time or part-time)	Expected Number of Openings at time training program will be concluding	Approximate number of program completers to be hired into this position	Approximate annual earnings of completers hired into these positions	Approximate benefits package of completers hired into these positions	Has the employer agreed to interview applicants before they enter the training program and select who will be accepted as trainees?	Has the employer agreed to interview program completers and give them first consideration for the target positions?	Name and signature of authorized employer representative .

Attachment E Budget Sheet for March 11, 2002 RFP Industries of the Future

IFST Incumbent Workers Customized Training

LINE ITEM BUDGET DETAIL

WDA:		PROJECT:			
Cost Category: Expense Item		Administration (5% Funds)	Program (10% Funds)	Employers Match	Grand Total
1.	Staff Salaries				
2.	Staff Benefits				
a.	Percent of Salaries (%)				
3.	Staff Travel				
4.	Communications				
5.	Facilities				
a.	Facilities Rent				
b.	Facilities Maintenance				
c.	Utilities				
6.	Office Supplies				
7.	Instructional Materials &				
a.	Consummable Testing				
8.	Equipment				
a.	Use/Depreciation				
b.	Lease				
9.	Tuition Payments				
10.	OJT Reimbursements				
11.	Subcontracts*				
12.	Supportive Services				
a.	Childcare				
b.	Transportation				
c.	Stipend or NRP**				
13.	Indirect Costs ()				
14.	Other ***				
15.	TOTAL				

* Subcontracts must be in accordance with the statement of work and IFST application. Changes must be requested in advance and approved by Employment Security's IFST program manager or representative.

** To be paid according to local policy.

Attachment F for March 11, 2002 RFP Industries of the Future

<p style="text-align: center;">CHECKLIST 2002 INDUSTRIES OF THE FUTURE APPLICATIONS WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT</p>

This checklist is designed to assist applicant organizations in ensuring that their proposal is completed prior to submitting to **Employment Security**. Please **do not** return this form with your application. The same checklist will be used by reviewers in the ranking and processing.

- Application due by 3 p.m. on Tuesday, May 14, 2002 as per Application Process
- Five (5) copies, one with original signatures.
- Application submitted on standard 8 ½" x 11" white paper (one side only).
- Font size no smaller than **12**-point type.
- Cover page with project summary and applicant organization signature (Attachment C).
- Project Narrative follows Application Instructions, including RFP Attachment inserts
- Proposal is no more than 8 pages (excluding Cover Page and other required RFP Attachments)

Attachment F continued

Proposal _____
Score _____

EVALUATION FORM
2002 INDUSTRIES OF THE FUTURE
Washington State Employment Security Department

Proposal Element	Weak	Adequate	Strong
Project Summary (on Cover Page)			
Comments:			
Statement of Need			
Comments:			
Service Delivery Strategy			
Comments:			
Target Population			
Comments:			
Sustainability			
Comments:			
Linkages with Key Partners			
Comments:			
Outcomes			
Comments:			
Cost Effectiveness			
Comments:			
Required Attachments			
Comments:			
Overall Proposal Rating--Proposals will be given an overall rating of 0, 1, 2, or 3. Score 0__The proposal is unsatisfactory – do not support 1__The proposal is satisfactory, not all elements strong 2__The proposal is satisfactory, all elements strong 3__The project is outstanding – support strongly			